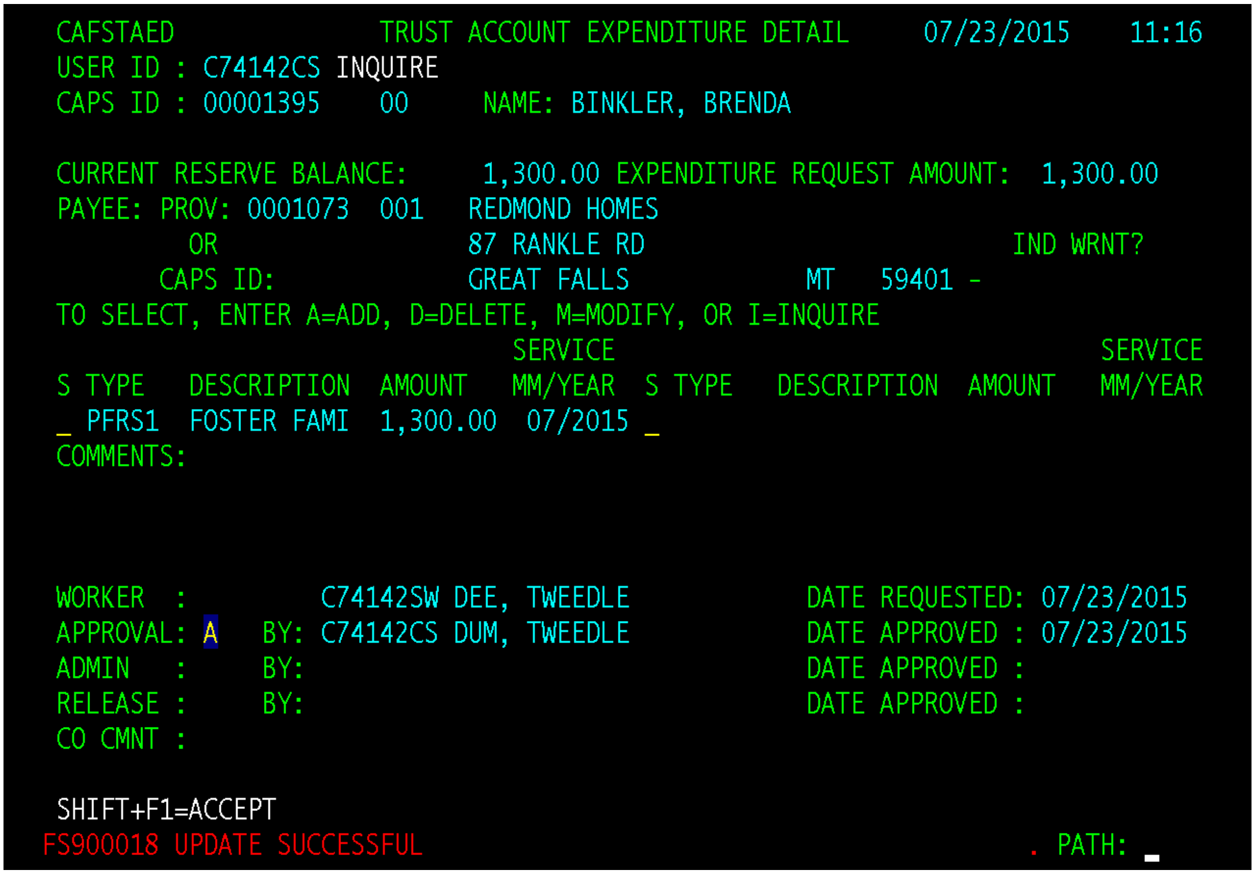
TAED - Trust Account Expenditure Detail

This screen is used to request disbursement of funds from a specific client's trust account. The current reserve balance will be displayed. Approvals of these requests are also entered on this screen.



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CAFSTAED              TRUST ACCOUNT EXPENDITURE DETAIL     07/23/2015    11:16
USER ID : C74142CS INQUIRE
CAPS ID : 00001395    00      NAME: BINKLER, BRENDA

CURRENT RESERVE BALANCE:     1,300.00 EXPENDITURE REQUEST AMOUNT:  1,300.00
PAYEE: PROV: 0001073  001    REDMOND HOMES
         OR                  87 RANKLE RD                            IND WRNT?
       CAPS ID:              GREAT FALLS          MT    59401 -
TO SELECT, ENTER A=ADD, D=DELETE, M=MODIFY, OR I=INQUIRE
                                SERVICE                                 SERVICE
S TYPE   DESCRIPTION  AMOUNT    MM/YEAR  S TYPE   DESCRIPTION  AMOUNT   MM/YEAR
_ PFRS1  FOSTER FAMI  1,300.00  07/2015  _
COMMENTS:



WORKER   :         C74142SW DEE, TWEEDLE           DATE REQUESTED: 07/23/2015
APPROVAL: A    BY: C74142CS DUM, TWEEDLE           DATE APPROVED : 07/23/2015
ADMIN    :     BY:                                 DATE APPROVED :
RELEASE  :     BY:                                 DATE APPROVED :
CO CMNT  :

SHIFT+F1=ACCEPT
FS900018 UPDATE SUCCESSFUL                                        . PATH: _
```

Field Descriptions (F12) indicates code lookup is available.

CAPS ID
This field will display the CAPS ID of the client who was entered on the TAEL (Trust Account Expenditure List) screen.

NAME
This field will display the name of the client whose ID is displayed in the CAPS ID field.

CURRENT RESERVE BALANCE
This field will display the amount that is currently available in the client's reserve balance.

EXPENDITURE REQUEST AMOUNT
Enter the total amount you are requesting for the expenditure. *You cannot enter an expenditure request amount greater than the CURRENT RESERVE BALANCE*.

PAYEE – PROV (F12)
Enter the provider number for the provider you want to pay for the expenditure request.

PAYEE – CAPS ID (F12)
Enter the CAPS ID for the person you want to pay for the expenditure request. *Currently, you can only enter the CAPS ID for the client in this field – otherwise, you must make the expenditure payable to a provider*.

IND WRNT?
Enter a "Y" if you want the expenditure to be paid on a separate warrant from any other warrants (checks) to the provider or person. *This field can only be updated by Central Office staff*.

S
Enter an "A" to add an expenditure type, a "D" to delete an expenditure type (only valid until approval), an "M" to modify an expenditure type (only valid until approval) or an "I" to inquire on an expenditure type. *Selecting an expenditure type with "I" will take you to the PAFD (Payment Funding Detail) screen for that expenditure type*.

TYPE (F12)
Enter the type of expenditure you are requesting.

DESCRIPTION
This field will display the description for the expenditure type you selected.

AMOUNT
Enter the amount you are requesting for the individual expenditure type.

SERVICE MM/YEAR
Enter the service month/year for the expenditure.

COMMENTS
Enter any additional comments for the expenditure types. *If you are entering an expenditure type of Personal Needs (SPNDS), for example, it is helpful to identify what the funds are being spend on so any future audit on the client's trust account will have specifics on where money was spent*.

WORKER
This field will display the C number and the name of the worker who requested the expenditure.

DATE REQUESTED
This field will display the date the worker requested the expenditure.

APPROVAL
This field will display an “A” if your supervisor approves the expenditure request or a “D” if your supervisor denies the expenditure request.

BY
This field will display the C number and the name of the worker who approved/denied the expenditure at the supervisor level.

DATE APPROVED
This field will display the date the worker approved/denied the expenditure at the supervisor level.

ADMIN
This field will display an “A” if your regional administrator approves the expenditure request or a “D” if your regional administrator denies the expenditure request.

BY
This field will display the C number and the name of the worker who approved/denied the expenditure at the regional administrator level.

DATE APPROVED
This field will display the date the worker approved/denied the expenditure at the regional administrator level.

RELEASE
This field will display an “A” if Central Office releases the expenditure request or a “D” if Central Office denies the expenditure request.

BY
This field will display the C number and the name of the worker who released/denied the expenditure at the Central Office level.

DATE APPROVED
This field will display the date the worker released/denied the expenditure at the Central Office level.

CO CMNT
This field will display any comments entered by Central Office staff.

Additional Information

Once you enter all the expenditure details, you must press SHIFT + F1 to balance. This will ensure the EXPENDITURE REQUEST AMOUNT balances with the individual TYPE amounts. If there is a successful balance, this will send an alert to your supervisor to approve the expenditure request.

Most expenditure requests will only require supervisor approval before Central Office releases the payment. ADMIN approval will only be required for expenditure amounts that are greater than the standard rate for that expenditure type. For example, if you enter Clothing Allowance (SCALL) for more than $200 ($200 is the standard allowance), ADMIN approval will be required.